

**REGULAR MONTHLY MEETING OF THE STEPHENS CITY TOWN COUNCIL**  
**Tuesday, July 5, 2011**  
**7:30 p.m.**

Mayor Joy Shull called the Town Council to order at 7:30 p.m.

Mayor Shull led the Pledge of Allegiance.

Council member Hollis offered the invocation.

Roll call showed the following Council members present:

Vice Mayor Linden A. Fravel, Jr., Councilmember Martha Dilg, Council member Joseph Grayson, Council member James Harter, Council member Joseph Hollis  
Council member Ron Bowers absent

Staff present: Mike Kehoe, Town Manager; Charles Bockey, Police Chief; Dianne MacMillan, Town Clerk

Press: Adam Van Hart, Winchester Star;

Public: Dave Stegmaier, Director of Community Relations for Congressman Frank Wolf; Joe Hickman and Robin Bentley, co-chairs of the Sherando Warrior Club; Ann Grim, 5240 Main St.

**AGENDA**

On motion by Vice Mayor Fravel the Agenda for July 5, 2011 by consensus was adopted as amended with addition under Town Manager's report.

**PUBLIC COMMENTS**

Mayor Shull opened the floor for public comments on any topic not on the agenda.

Mr. Dave Stegmaier, Director of Community Outreach in the Shenandoah Valley for Congressman Frank Wolf, introduced himself to the Council. He said he would be Mr. Wolf's eyes and ears and would be making the rounds of many meetings such as this in the area. He said he would be available as a channel for any kind of concerns or suggestions to the Congressman. Mayor Shull said she had met Mr. Wolf and had enjoyed talking and working with him over the years. She added that he did a lot of good things for the Town and she looked forward to working with Mr. Stegmaier in the future. Mr. Kehoe asked if Donna Crowley, Mr. Wolf's representative would still be at the Town office each month and he was advised she would be.

### **REQUEST - From Sherando High School Warrior Club**

Mr. Joe Hickman, co-chair of the Sherando Warrior Club addressed Council with a request that, as in the past, the Club would like to partner with the Town of Stephens City to hold the homecoming festivities in the Town and on the Newtown Commons. He said every year the event got better as the relationship between the Town and school grew. He said that every year you could pick up a year book and read comments from students about how much they appreciated the events in Town. Mr. Hickman noted that the students appreciated the time and energy invested in hosting an event just for them which lets them know they are a real part of the community.

He said the event would be similar to last year. He asked the Mayor to attend the football game on September 2 and declare the week of September 12 as Sherando Spirit Week. He said the homecoming events would be the parade, bonfire and fireworks and carnival on the Town Commons on Thursday, September 15 and the homecoming game on Friday, September 16. Mr. Hickman said that they have learned over the years what works and they were familiar with the steps required to put on this event. He formally asked the Town government for permission to hold the Sherando homecoming events on Main Street and the Town Commons on September 15. He noted that Robin Bentley who had chaired the committee for the past few years was also present if there were any questions.

Mayor Shull congratulated them on all the hard work put into the club over the years and asked Chief Bockey if he saw any problems with the request. Chief Bockey requested that they just tighten the parade up a little this year. Mr. Hickman said they would try to keep the groups together better this year. Mr. Kehoe asked about the carnival and Mr. Hickman said it would not be an actual carnival but more inflatables like last year as a real carnival would be too much hassle. Mr. Hickman added that the parade would begin around 6:30 to have more daylight.

Council member Hollis moved that the Town Council approve the request from the Sherando High School Warrior Club to hold homecoming festivities in the Town on September 15 and 16 and to declare the week of September 12<sup>th</sup> as Sherando Spirit Week. The motion passed with the following recorded vote.

#### **Recorded Vote:**

Vice Mayor Fravel	-	Aye	Nay - None
Council member Dilg	-	Aye	Abstain - None
Council member Grayson	-	Aye	Absent-Council member Bowers
Council member Harter	-	Aye	
Council member Hollis	-	Aye	

### **MINUTES – June 7, 2011 Regular Meeting and Special Meeting – June 22, 2011**

Vice Mayor Fravel moved for approval of the minutes of June 22, 2011 as corrected and the motion carried with the following vote:

Recorded Vote:

Vice Mayor Fravel	-	Aye	Nay - None
Council member Dilg	-	Aye	Abstain - None
Council member Grayson	-	Aye	Absent-Council member Bowers
Council member Harter	-	Aye	
Council member Hollis	-	Aye	

Council member Hollis moved for approval of the minutes of the Special Meeting of June 22, 2011 and the motion carried with the following vote:

Recorded Vote:

Vice Mayor Fravel	-	Aye	Nay - None
Council member Dilg	-	Aye	Abstain - None
Council member Grayson	-	Aye	Absent-Council member Bowers
Council member Harter	-	Aye	
Council member Hollis	-	Aye	

**TREASURERS REPORT – Kim Uttenweiler**

Mayor Shull announced that the members had the Treasurer's report for information and asked if there were any questions. There being none, the Treasurer's report was accepted as presented.

**POLICE REPORT – Charles Bockey, Chief**

Mayor Shull announced that the members had Chief Bockey's police report for information and asked if there were any questions. There being none, the Police report was accepted as presented.

**ACTION AGENDA**

**A. Appointments to Historic Preservation Commission**

Mayor Shull advised that Council needed to make appointments to the Historic Preservation Commission. She stated that Allen Barley and David Edwards have agreed to additional terms on the Commission and Carol Horne and Cary Kula have agreed to accept seats on the Commission for the first time as follows:

F. Allen Barley reappointed to a four year term to expire June 30, 2015  
David Edwards reappointed to a four year term to expire June 30, 2015  
Carol Horne appointed to the unexpired term of Ann Grim to expire June 30, 2014  
Gary Kula appointed to a four year term to expire June 30, 2015.

Vice Mayor Fravel moved that the Town Council appointment members to the Historic Preservation Commission as stated above and the motion passed with the following recorded vote:

Recorded Vote:

Vice Mayor Fravel	-	Aye	Nay - None
Council member Dilg	-	Aye	Abstain - None
Council member Grayson	-	Aye	Absent - Council member Bowers
Council member Harter	-	Aye	
Council member Hollis	-	Aye	

**B. Recommendations for Appointment to Board of Zoning Appeals**

The Mayor also advised that Council needed to make recommendations to the Court to appoint members to the Board of Zoning Appeals. She read the following recommendations:

Eva Gates to be reappointed to a five year term to expire in 2016  
Caroline Hastreiter to the vacant term of Walter Quinn to expire March 3, 2012

Council member Dilg moved that the Council of the Town of Stephens City recommend to the Court the appointments as stated above. The motion passed with the following recorded vote:

Recorded Vote:

Vice Mayor Fravel	-	Aye	Nay - None
Council member Dilg	-	Aye	Abstain - None
Council member Grayson	-	Aye	Absent - Council member Bowers
Council member Harter	-	Aye	
Council member Hollis	-	Aye	

**C. Resolutions of Appreciation**

Mayor Shull asked that Ann Grim approach the Council. She read the following Resolution of Appreciation approved by consensus of Council.

## **RESOLUTION OF APPRECIATION**

**WHEREAS**, Ann Grim served on the Stephens City Historic Preservation Commission from August 2002 to June 30, 2011 and;

**WHEREAS**, during Ann Grim’s term on the Commission enumerable hours were spent not only in providing oversight of special projects within the Historic District but also working to maintain the historic character of the Town, and;

**WHEREAS**, Ann Grim served on the committee establishing the “Commitment to Excellence” program with the first recipient being recognized in 2010 for preservation and enhancement of properties in the Historic District, and

**WHEREAS**, during Ann Grim’s term the Historic Preservation Commission in order to provide the citizenry with information on the purpose of the Historic Preservation Commission created a brochure “Living in the Stephens City Historic District, and:

**WHEREAS**, Ann Grim faithfully attended meetings as a member of the Historic Preservation Commission and her participation and contributions to the work of the Commission will be greatly missed.

**NOW, THEREFORE BE IT RESOLVED**, that the Mayor and all members of the Stephens City Town Council do hereby take this opportunity in behalf of the citizens of this community to express our sincere appreciation for your years of service and a job well done.

Adopted this 5th day of July, 2011.

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Joy B. Shull, Mayor

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Dianne L. MacMillan, Town Clerk

There was applause from Council members and spectators.

Mayor Shull noted that following Resolution of Appreciation to Jeannette Ewing for her service on the Historic Preservation Commission to become part of the official record of the Town Council.

## **RESOLUTION OF APPRECIATION**

**WHEREAS**, Jeannette Ewing served on the Stephens City Historic Preservation Commission from July 2008 to June 2011 and;

**WHEREAS**, during Jeannette Ewing’s term on the Commission enumerable hours were spent not only in providing oversight of special projects within the Historic District but also working to maintain the historic character of the Town, and;

**WHEREAS**, Jeannette Ewing served on the committee establishing the “Commitment to Excellence” program with the first recipient being recognized in 2010 for preservation and enhancement of properties in the Historic District, and

**WHEREAS**, during Jeannette Ewing’s term the Historic Preservation Commission in order to provide the citizenry with information on the purpose of the Historic Preservation Commission created a brochure “Living in the Stephens City Historic District, and:

**WHEREAS**, Jeannette Ewing faithfully attended meetings as a member of the Historic Preservation Commission and her participation and contributions to the work of the Commission will be greatly missed.

**NOW, THEREFORE BE IT RESOLVED**, that the Mayor and all members of the Stephens City Town Council do hereby take this opportunity in behalf of the citizens of this community to express our sincere appreciation for your years of service and a job well done.

Adopted this 5th day of July, 2011.

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Joy B. Shull, Mayor

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Dianne L. MacMillan, Town Clerk

Mayor Shull requested Mr. Joseph Hollis to approach the front of the Council Room and read the following resolution.

## **RESOLUTION OF APPRECIATION**

**WHEREAS,** The Hollis Family Trust has always shown its support to the Town of Stephens City over the years to improve and develop the Town for the betterment of its citizens, and;

**WHEREAS,** The Hollis Family Trust has been an important part of the community in the town never failing to lend a helping hand, offer donations and provide support for community events and;

**WHEREAS,** The Hollis Family Trust most recently deserves special thanks for helping to provide an impressive fireworks display for the 2011 Newtown Heritage Festival and:

**NOW, THEREFORE BE IT RESOLVED,** that the Mayor and all members of the Stephens City Town Council do hereby take this opportunity in behalf of the citizens of the Town to express our sincere appreciation for the service to the community.

Adopted this 5th day of July, 2011.

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Joy B. Shull, Mayor

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Dianne L. MacMillan, Town Clerk

Mayor Shull expressed her appreciation for the contributions for the fireworks for the Newtown Heritage Festival. Everyone agreed that the fireworks were spectacular.

Mayor Shull also thanks the Bowman Shoemaker Companies for contributing to the fireworks and for supporting Town Activities and made the following resolution as part of the official record of Town Council.

## **RESOLUTION OF APPRECIATION**

**WHEREAS**, the Bowman Shoemaker Companies have always shown their support to the Town of Stephens City over the years helping improve and develop the Town for the betterment of its citizens, and;

**WHEREAS**, the Bowman Shoemaker Companies have been an important part of the community in the Town, never failing to lend a helping hand, offer donations and provide support for community events and;

**WHEREAS**, the Bowman Shoemaker Companies most recently deserve special thanks for helping to provide an impressive fireworks display for the 2011 Newtown Heritage Festival and:

**NOW, THEREFORE BE IT RESOLVED**, that the Mayor and all members of the Stephens City Town Council do hereby take this opportunity in behalf of the citizens of the Town to express our sincere appreciation for the service to the community.

Adopted this 5th day of July, 2011.

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Joy B Shull, Mayor

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Dianne L. MacMillan, Town Clerk

### **COMMITTEE REPORTS**

**A. Administrative Committee – Joseph Hollis, Chair**

No meeting was held.

**B. Finance Committee – Joseph Hollis, Chair**

Council member Hollis noted that this meeting was covered in the Town Council Special Meeting of June 22, 2011.



**C. Public Works Committee – Joseph Grayson, Chair**

No meeting.

**D. Water/Sewer Committee – James Harter, Chair**

No meeting.

**E. Personnel Committee – Martha Dilg, Chair**

No meeting

**F. Public Safety Committee – Ronald Bowers, Chair**

No meeting

**G. Parks and Recreation Commission – Ronald Bowers, Chair**

Mr. Kehoe reported in Mr. Bowers' absence. He said the Commission was still working on the veterans' memorial and have provided an estimate to give a target for funding requests. He advised that there was an estimate from George and Son Construction in the amount of \$29,800.00 based on plans submitted to them. Mr. Kehoe said it was a high target to reach but he thought it could be done. There was already some seed money from the flag memorial at the stage on the Commons in the amount of \$400.00. He added that if the Town could get some publicity out there about what it entailed the target could be reached. He noted that it was a project worth doing and he was certain that there would be a veterans' memorial there someday maybe with donations of labor and materials. Council member Hollis asked if the Commission had created a non-profit which would encourage donations. Mr. Kehoe said they had not but if there were donations to the Parks and Recreation Committee through the Town, those may be tax deductible.

Council member Dilg moved that the committee reports be accepted as presented and the motion passed.

**PLANNER'S REPORT – Brian Henshaw**

Mayor Shull noted that the planner's report was included in the packet and Mr. Kehoe could answer questions in the absence of Mr. Henshaw. Vice Mayor Fravel asked what was involved in receiving a certified historic district designation. Mr. Kehoe asked if it wasn't a certified local government program. Vice Mayor Fravel said he thought it was different and was not familiar with that. Mayor Shull said that Mr. Kula had asked if the Town was a certified historic district in the state of Virginia. Vice Mayor Fravel said at the time the Town got its designation (Registered on the State and National Registry) the Town had a HPC but by the time Middletown and Strasburg received their designation there was no requirement to have a Preservation Commission and therefore their ordinances didn't have teeth. He said he was not familiar with the term noted in the Planner's report and wondered if it was a higher rating. Mr. Kehoe said he thought it was a misnomer and should have been a certified local government which the Town would qualify for now, based on the Historic District being nationally recognized and additionally, the ordinance had brought it up to eligibility level. Vice Mayor Fravel agreed that would make more sense.

**TOWN MANAGERS REPORT – Mike Kehoe, Town Manager**

1. Town Manager, Mike Kehoe reported that the Town would be the northern portion of the yard crawl on Aug 13 and this would be the fourth year for Town participation. Council member Hollis noted that it brings a lot of business into the Town. Mr. Kehoe added that Shenandoah Valley Christian Academy would be participating this year.
2. Mr. Kehoe said another item to bring up was for a lease for a new police car and a quote was just received today based on state pricing. He said the amount would be \$23,734.00 for a lease/purchase over a three year period. He said the first year would be \$8,377.00 of which \$8000.00 was in the current budge. He noted that the amount was over because of an additional documentation fee. He said it did keep it in line with the CIP. He told Council that the Police Department had been operating with three cars and had been putting more mileage on each. The car would be a 2011 Ford Crown Victoria, the last year they would be made. Council member Hollis asked if they did not have to get the requisite quotes for this purchase. Mr. Kehoe said it was not required with the state contract. Mayor Shull noted that approval from Council was required because of the amount.

Council member Hollis moved to approve the lease/purchase of a 2011 Ford Crown Victoria for the Police Department in the amount of \$23,734.00 and the motion carried with the following recorded vote:

Recorded Vote:

Vice Mayor Fravel	-	Aye	Nay - None
Council member Dilg	-	Aye	Abstain - None
Council member Grayson	-	Aye	Absent - Council member Bowers
Council member Harter	-	Aye	
Council member Hollis	-	Aye	

**COUNCIL COMMENTS/CALENDAR**

No changes to the calendar were noted unless needed at a later date. Mayor Shull said she may not be able to attend the water/sewer meeting due to prior commitments.

There being no further business, Vice Mayor Fravel moved to adjourn at 8:01 p.m. and the motion carried.

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Joy B Shull, Mayor

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Dianne L. MacMillan, CMC, Town Clerk